January 26, 2015

Dear Applicant:

Thank you for your interest in becoming a Project C.A.R.E. Leader for the 2015-2016 schoolyear. The Project C.A.R.E. leader position is very important to retention of underrepresented students. Therefore, we look to select the most competent and dedicated team to assist first-year students in their transition to Western Carolina University.

I ask that you take the time to read this packet of information as a means to gain further insight into the Project C.A.R.E. leader position and selection timeline. I believe you will find the position to be challenging, exciting, and one that gives you essential skills you can use both during and after your time at WCU. To reinforce this belief, I encourage you to an interest meeting to learn more about the position.

Please keep in mind that in order to be considered for this leadership position, the following conditions must be met:

- Have completed at least one semester of coursework at Western Carolina University
- Enrolled as a full-time student at Western Carolina University
- Rising sophomore, junior, or senior in good judicial standing
- Good academic standing of AT LEAST a 2.5 cumulative GPA

The Deadline for submitting all application materials (including reference forms) is Monday March 2, 2015. All materials are to be submitted to the Department of Intercultural Affairs located in UC 334.

The basic process is that all Project C.A.R.E. leader applicants will complete an application and attend an interview. From those interviews, we will then select the candidates who will be selected as a leader and those who will be selected as an alternate. Should you be selected as an alternate, you will be offered the position should someone is unable to fulfill the role.

I hope the selection process will be a worthwhile and rewarding experience for you. If you have any addition questions, please contact either myself or another member of the Intercultural Affairs staff at 828-227-2615. Once again, thank you for your interest in the Project C.A.R.E. leader position!

Sincerely,

F. Takeshia Brown
Associate Director of Programs
Department of Intercultural Affairs
Project C.A.R.E. Leader Application

Leader Application 2015-2016
Department of Intercultural Affairs

Project C.A.R.E. Leader Job Description
2015-2016

The Project C.A.R.E. Leader program is designed to assist in the retention efforts of Black/African American and underrepresented first-year students. Trained sophomores, juniors, and seniors meet one-on-one with first year residential and transfer students. This is a volunteer student leadership position and requires a commitment of 5-10 hours a week.

Requirements:

- Must be a full-time WCU student in good standing
- Must have a 2.5 cumulative grade point average as well as a 2.5 grade point average each semester
- Demonstrated leadership experience or co-curricular involvement on campus

Responsibilities:

- Enroll in/Attend 1-2 LEAD class on Advanced Peer Education: Project C.A.R.E. Mentor. The class will consist of a one (1) credit class in the Fall
- Attend mentor training prior to the start of the Fall semester
- Assist in recruiting students to participate in the Project C.A.R.E. program
- Attend the annual Project C.A.R.E. retreat in the fall
- Assist students in solving academic as well as personal problems and utilizing university resources when necessary (Counseling Center, Academic Services, Housing, etc.)
- Develop a caring and supportive friendship with all incoming students, especially those assigned to the mentor
- Schedule one-on-one meetings with mentees every other week
- Attend a minimum of two (2) diversity leadership trainings per semester
- Assist Intercultural Affairs and Admissions with recruitment and retention initiatives
- Other duties as assigned

Benefits:

- Leadership development
- Enhanced character development
- A free t-shirt and polo shirt
- Free attendance to the fall Project C.A.R.E. retreat and sponsored events
- Exclusive access to Intercultural programs and events
- Resume’ enhancement and appeal to potential employers
- General letter of reference for credentials
- The ability to make a difference to incoming first year students
APPLICANT INFORMATION

Are you a new applicant? □ Yes □ No
Have you applied before? □ Yes □ No If yes, when? ________
Would you be interested in mentoring transfer students? □ Yes □ No

Full Name (First and Last): ____________________________ Date of Birth: ____________

Email: ____________________________ Student 92 #: ____________

Current Mailing Address: ____________________________ Cell Phone: ____________

Physical Address: ____________________________

Please select your 2015-2016 class standing: □ Sophomore □ Junior □ Senior

Major: ____________________________ Minor: ____________________________

Cumulative G.P.A. as of January 2014: ____________________________

Credit hours in which you are currently enrolled: ____________________________
Credit hours you plan on taking next semester: ____________________________

EXTRACURRICULAR INVOLVEMENT
Please list clubs, organizations and/or honor societies you have been involved in while attending WCU.

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***Please print in blue or black ink.***
INTEREST LETTER

It is very important that you understand the commitment you are making to help new students transition to WCU. Please take a few moments to answer the following questions in an attached Word document:

a) Why are you interested in the program/position?
b) What skills do you feel you can contribute to the success of new ALANA and underrepresented students?
c) How do you define diversity? What is the role of diversity at a predominantly white university?